

LEGAL DESCRIPTION REQUIREMENTS

A legal description may be obtained in a variety of ways:

1. A legal description is part of the deed to the property. Get the deed and make a copy of the legal description. If there is a mortgage, the lending institution may have a copy of the deed.
2. Go to the Township Assessor's Office with the name of the owner of record and the address of the property. The Township Assessor's Office may have a copy of the deed on file, which they will copy for you. If the Township Assessor's Office does not have a copy of the deed, get the month and year the property was purchased and the abbreviated legal description.
3. From the Office of the Marion County Recorder:
 1. If the property was purchased before 1964, the month and year of purchase will be needed. Take that information, and the name of the owner of record, to the Office of the Marion County Recorder to obtain the most recent deed.
 2. If the property was purchased after 1964, take the name of the owner of record and the address of the property to the Office of the Marion County Recorder to obtain a copy of the most recent deed.
 3. A copy of the most recent deed may also be obtained from the Office of the Marion County Recorder if the abbreviated legal description that is on the tax receipt is provided to them.
4. If the property involved has been or is being purchased by a contract sale, then the legal description should be obtained from the owner of record. The owner of record must also sign all documents pertaining to the petition.

ADDITIONALLY:

Be sure that the copies of the legal description can be easily read. Otherwise, the copies can NOT be accepted.

The abbreviated property descriptions which are on tax receipts or tax records (e.g. buff cards) are NOT acceptable.

The Office of the Marion County Recorder is located on the 7th floor of the City-County Building.

The following is a list of the Township Assessor's Office locations and phone numbers:

Center	1360 City-County Building	327-4698
Decatur	5410 South High School Road	856-2236
Franklin	5319 South Emerson Avenue	327-4191
Lawrence	9001 East 59 th Street, # 302	547-8625
Perry	4925 South Shelby Street	788-4833
Pike	5665 Lafayette Road	327-3920
Warren	501 North Post Road	898-5000
Washington	2188 E. 54 th Street	327-4819
Wayne	351 Transfer Drive	273-4130